

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Jason Thielman
2. a. Name of accompanying relative: ~~Jason Thielman~~ or None ☒
b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: May 9th Return: May 11th
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Alexandria, Va Destination: Hot Springs, Va Return city: Alexandria, Va
5. Sponsor(s) (who paid for the trip): the Congressional Institute, Inc.
6. Describe meetings and events attended: COS Retreat: mra mgmt, use of social media, messaging, office personal mgmt.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
 - d. ☐ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: _____

DATE: 5/21/13

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Steve Dantis

DATE: 5/21/13

SIGNATURE OF SUPERVISING MEMBER: _____

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): The Congressional Institute
2. Travel Destination(s): The Homestead, Hot Springs, Virginia
3. Date of Departure: May 9, 2013 Date of Return: May 11, 2013
4. Name(s) of Traveler(s): See attached
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$0.00	\$388.59	\$305.39	N/A
Accompanying Relative	\$0.00	\$0.00	\$241.74	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Mark Strand

Title: President

Organization: The Congressional Institute

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1700 Diagonal Road, Suite 730

Alexandria, VA 22314

Telephone number: 703-837-8812

Email Address: strand@conginst.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Jason Thielman

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: _____

Cong. Steve Daines

Office address: _____

206 Cannon

Telephone number: _____

202-225-3211

Email address of contact person: _____

jason.thielman@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Jason Thielman
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute, Inc.
3. Travel destination(s): Hot Spring, VA
4. a. Date of departure May 9th, 2013 Date of return: May 14, 2013
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

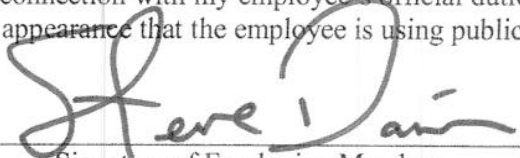
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As Chief of Staff this retreat will help me strengthen professional
relationships and educate me on policy and best practices since I work
for a new member of Congress.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 4/8/2013


Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): The Congressional Institute, Inc.
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities ☐ or
 - c. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds. ☐
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☒ Yes ☐ No
6. Date of departure: May 9, 2013 Date of return: May 11, 2013
7.
 - a. City of departure: Washington, D.C.
 - b. Destination(s): Hot Springs, Virginia
 - c. City of return: Washington, D.C.
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or

b. N/A - trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the sponsor, a 501(c)(4) organization, is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others.

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☐ Other ☒ (Specify: Travel not offered)

b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☒ (Specify: N/A)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): Thursday - \$93.42, Friday - \$167.04; Saturday - \$57.47

2) Provide reason for selecting the location of the event or trip: Relative proximity to Washington, D.C., availability, and the capability to handle a large event. Previous committee approval at location for Member Retreat in 2009.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: The Homestead City: Hot Springs Cost per night: \$195.00

Reason(s) for selecting: Proximity to Washington, D.C.; able to hold large event

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input checked="" type="checkbox"/> actual amounts <input type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$0	\$388.59	\$317.93
For each accompanying relative	\$0	\$0	\$265.91

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$0	\$0
For each accompanying relative	\$0	\$0

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Mark Strand

Title: President

Organization: The Congressional Institute

Address: 1700 Diagonal Road, Suite 730, Alexandria, VA 22314

Telephone number: 703-837-8812

Email address: strand@conginst.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

April 17, 2013

Daniel A. Schwager
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Mr. Jason Thielman
Office of Congressman Steve Daines
206 Cannon House Office Building
Washington, DC 20515

Dear Mr. Thielman:

Pursuant to House Rule.25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for May 9 to 11, 2013, sponsored by the Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

M.C.

Linda T. Sánchez
Ranking Member

KMC/LTS:tn

2013 Chiefs of Staff Retreat

Name			Institution	Reason Invited:
1	Karl	Ahlgren	Office of Rep. Mullin	Chief of Staff
2	Johnny	Amaral	Office of Rep. Nunes	Chief of Staff
3	Mark	Anderson	Office of Rep. Terry	Chief of Staff
4	Gary	Andres	Committee on Energy and Commerce	Committee Staff
5	Seth	Appleton	Office of Rep. Luetkemeyer	Chief of Staff
6	John	Ariale	Office of Rep. Crenshaw	Chief of Staff
7	Kim	Badenhop	Office of Rep. Cramer	Chief of Staff
8	Tim	Baker	Office of Rep. Graves, Tom	Chief of Staff
9	Amy	Barrera	Office of the Republican Leader	Leadership Staff
10	Stacy	Barton	Office of Rep. Runyan	Chief of Staff
11	Brendan	Belair	Office of Rep. Doug Collins	Chief of Staff
12	Chris	Berardini	Office of Rep. Grimm	Chief of Staff
13	Eric	Bergren	Office of Rep. Guthrie	Chief of Staff
14	Tim	Berry	Office of the Republican Whip	Leadership Staff
15	Chris	Bertram	Committee on Transportation and	Committee Staff
16	Kim	Betz	House Republican Conference	Leadership Staff
17	Igor	Birman	Office of Rep. McClintock	Chief of Staff
18	Brad	Bohannon	Office of Rep. Westmoreland	Chief of Staff
19	Eric	Bohl	Office of Rep. Hartzler	Chief of Staff
20	Jason	Bohrer	Office of Rep. Labrador	Chief of Staff
21	Robert	Boland	Office of Rep. Bachmann	Chief of Staff
22	Rob	Borden	Office of the Republican Leader	Leadership Staff
23	Casey	Bowman	Office of Rep. Herrera Beutler	Chief of Staff
24	David	Bowser	Office of Rep. Broun	Chief of Staff
25	Stephen	Boyd	Office of Rep. Roby	Chief of Staff
26	Neil	Bradley	Office of the Republican Leader	Leadership Staff
27	Larry	Brady	Committee on Oversight and Government	Committee Staff
28	Jim	Brandell	Office of Rep. Camp	Chief of Staff
29	Kelli	Briggs	Office of Rep. Tiberi	Chief of Staff
30	Tom	Brown	Office of Rep. Graves, Sam	Chief of Staff
31	Jennifer	Brown	Office of Rep. Smith, Lamar	Chief of Staff

2013 Chiefs of Staff Retreat

Name			Institution	Reason Invited:
32	Joel	Brubaker	Office of Rep. Capito	Chief of Staff
33	Joel	Brubaker	Office of Rep. Moore Capito	Chief of Staff
34	Natalie	Buchanan	Office of the Republican Whip	Leadership Staff
35	Eric	Burgeson	Office of Rep. Shuster	Chief of Staff
36	Stuart	Burns	Office of Rep. Posey	Chief of Staff
37	Tim	Cameron	House Republican Conference	Leadership Staff
38	Kat	Cammack	Office of Rep. Yoho	Chief of Staff
39	James	Carstensen	Office of Rep. Latham	Chief of Staff
40	Jessica	Carter	Office of Rep. Fincher	Chief of Staff
41	Ed	Cassidy	Office of the Speaker	Leadership Staff
42	Jon	Causey	Office of Rep. Bucshon	Chief of Staff
43	Doug	Centilli	Office of Rep. Brady	Chief of Staff
44	Mark	Chenoweth	Office of Rep. Pompeo	Chief of Staff
45	Jordan	Clark	Office of Rep. Thompson	Chief of Staff
46	Kirk	Clinkenbeard	Office of Rep. Stockman	Chief of Staff
47	John	Connell	Office of Rep. Todd Young	Chief of Staff
48	Marjorie	Connell	House Republican Conference	Leadership Staff
49	Chris	Connelly	Office of Rep. Rigell	Chief of Staff
50	Jeffrey	Connor	Office of Rep. Emerson	Chief of Staff
51	Rory	Cooper	Office of the Republican Leader	Leadership Staff
52	Derick	Corbett	Office of Rep. Woodall	Chief of Staff
53	Doug	Coutts	Office of Rep. Cotton	Chief of Staff
54	Kelly	Craven	Committee on House Administration	Committee Staff
55	Michael	Cravens	Office of Rep. Harper	Chief of Staff
56	Brian	Crawford	Office of Rep. Rooney	Chief of Staff
57	McKay	Daniels	Office of Rep. Ribble	Chief of Staff
58	Jen	Daulby	Office of Rep. Davis	Chief of Staff
59	Jonathan	Day	Office of Rep. Wilson	Chief of Staff
60	Pamela	Day	Office of Rep. Don Young	Chief of Staff
61	Wiley	Deck	Office of Rep. Mica	Chief of Staff
62	Adam	Deguire	Office of Rep. Salmon	Chief of Staff

2013 Chiefs of Staff Retreat

Name			Institution	Reason Invited:
63	Brendon	DeToro	Office of Rep. Walorski	Chief of Staff
64	John	DeStefano	Office of the Speaker	Leadership Staff
65	Jeremy	Deutsch	House Republican Conference	Leadership Staff
66	Jon	DeWitte	Office of Rep. Huizenga	Chief of Staff
67	Dino	DiSanto	Office of Rep. Joyce	Chief of Staff
68	Kelly	Dixon	Office of the Republican Whip	Leadership Staff
69	Jeff	Dobrozsi	Office of Rep. Boustany	Chief of Staff
70	Glen	Downs	Office of Rep. Jones	Chief of Staff
71	Andrew	Duke	Office of Rep. Hensarling	Chief of Staff
72	Annie	Dutton	Office of Rep. Gerlach	Chief of Staff
73	Rick	Dykema	Office of Rep. Rohrabacher	Chief of Staff
74	Erica	Elliott	Office of the Republican Whip	Leadership Staff
75	Laurie	Esau	Office of Rep. Paulsen	Chief of Staff
76	Tal	Eslick	Office of Rep. Valadao	Chief of Staff
77	Arturo	Estopinan	Office of Rep. Ros-Lehtinen	Chief of Staff
78	Greg	Facchiano	Office of Rep. Heck	Chief of Staff
79	Kevin	Fogarty	Office of Rep. King, Peter	Chief of Staff
80	Bart	Forsyth	Office of Rep. Sensenbrenner	Chief of Staff
81	Anthony	Foti	Office of Rep. Ross	Chief of Staff
82	Nancy	Fox	Office of Rep. Frelinghuysen	Chief of Staff
83	Jamie	Gahun	Office of Rep. Culberson	Chief of Staff
84	Dana	Gartzke	Office of Rep. Fleming	Chief of Staff
85	Debbie	Gebhardt	Office of Rep. Petri	Chief of Staff
86	Dee	Gilmore	Office of Rep. Forbes	Chief of Staff
87	Stacey	Glasscock	Office of Rep. Lucas	Chief of Staff
88	Harry	Glenn	Office of Rep. C.W. Young	Chief of Staff
89	Rick	Goddard	Office of Rep. Amodei	Chief of Staff
90	Cesar	Gonzalez	Office of Rep. Diaz-Balart	Chief of Staff
91	Bob	Goodlatte	Member of Congress	Invited Speaker
92	Jenny	Gorski	Office of Rep. Hastings	Chief of Staff
93	Justin	Grabelle	Office of Rep. Nugent	Chief of Staff

2013 Chiefs of Staff Retreat

Name			Institution	Reason Invited:
94	Chris	Grant	Office of Rep. Chris Collins	Chief of Staff
95	Tyler	Grassmeyer	Office of Rep. Rice	Chief of Staff
96	Scott	Graves	Office of Rep. Conaway	Chief of Staff
97	Bentley	Graves	Office of Rep. King, Steve	Chief of Staff
98	Bill	Greene	Office of the Speaker	Leadership Staff
99	Bob	Griffitts	Office of Rep. John Duncan	Chief of Staff
100	Connie	Hair	Office of Rep. Gohmert	Chief of Staff
101	Colby	Hale	Office of Rep. Williams	Chief of Staff
102	Clayton	Hall	Office of Rep. Griffin	Chief of Staff
103	Hugh	Halpern	Committee on Rules	Committee Staff
104	Mike	Hamilton	Office of Rep. McKinley	Chief of Staff
105	Chris	Hansen	Office of Rep. Gardner	Chief of Staff
106	Justin	Harding	Office of Rep. Chaffetz	Chief of Staff
107	Derek	Harley	Office of Rep. Wenstrup	Chief of Staff
108	Mary Annie	Harper	Office of Rep. LoBiondo	Chief of Staff
109	Jeff	Harvey	Office of Rep. Reichert	Chief of Staff
110	Betsy	Hawkings	Office of Rep. Barr	Chief of Staff
111	Andrew	Hawkins	Office of Rep. Mike Rogers	Chief of Staff
112	James	Hayes	Office of Rep. Benishek	Chief of Staff
113	Jonathan	Hayes	Office of Rep. Southerland	Chief of Staff
114	Dave	Heil	Office of Rep. Sam Johnson	Chief of Staff
115	Doug	Heye	Office of the Republican Leader	Leadership Staff
116	Cory	Hicks	Office of Rep. Whitfield	Chief of Staff
117	Michael	Higdon	Office of Rep. Hal Rogers	Chief of Staff
118	Greg	Hill	Committee on Homeland Security	Committee Staff
119	Jean	Hinz	Office of Rep. Kline	Chief of Staff
120	Jim	Hippe	Office of Rep. Fleischmann	Chief of Staff
121	Nate	Hodson	House Republican Conference	Leadership Staff
122	Hans	Hoeg	Office of Rep. Massie	Chief of Staff
123	Adam	Howard	Office of Rep. Turner	Chief of Staff
124	Shelley	Husband	Committee on the Judiciary	Committee Staff

2013 Chiefs of Staff Retreat

Name		Institution	Reason Invited:
125	Monica Jirik	Office of Rep. Smith, Adrian	Chief of Staff
126	Brad Jones	Office of Rep. Pittenger	Chief of Staff
127	Dave Karvelas	Office of Rep. Buchanan	Chief of Staff
128	Joseph Kaufman	Office of Rep. Bridenstine	Chief of Staff
129	Andy Keiser	Committee on Intelligence	Committee Staff
130	Charlie Keller	Office of Rep. Goodlatte	Chief of Staff
131	Hans Klingler	Office of Rep. McCaul	Chief of Staff
132	Tucker Knott	Office of Rep. Holding	Chief of Staff
133	Trevor Kolego	Office of the Speaker	Leadership Staff
134	Tim Kolpien	Office of Rep. Reed	Chief of Staff
135	Athan Koutsouroumbas	Office of Rep. Fitzpatrick	Chief of Staff
136	Mick Krieger	Office of Rep. Boehner	Chief of Staff
137	Adam Kuhn	Office of Rep. Stivers	Chief of Staff
138	Randy Kutz	Office of Rep. Franks	Chief of Staff
139	Pete Larkin	Office of Rep. Goodlatte	Chief of Staff
140	Jason Larrabee	Office of Rep. Denham	Chief of Staff
141	Matt Leffingwell	Office of Rep. Granger	Chief of Staff
142	Pat Leopold	Office of Rep. Jenkins	Chief of Staff
143	Muffy Lewis	Office of Rep. Campbell	Chief of Staff
144	Joe Lillis	Office of Rep. Long	Chief of Staff
145	Matt Lloyd	Office of Rep. Stutzman	Chief of Staff
146	Mike Long	Office of the Republican Whip	Leadership Staff
147	Brett Loper	Office of the Speaker	Leadership Staff
148	Mike Lurie	House Republican Conference	Leadership Staff
149	Al Lytton	Office of Rep. Ellmers	Chief of Staff
150	Brian MacDonald	Office of Rep. Walden	Chief of Staff
151	Marshall Macomber	Office of Rep. Mike D. Rogers	Chief of Staff
152	Adam Magary	Office of Rep. Lamborn	Chief of Staff
153	Ted Maness	Office of Rep. Nunnelee	Chief of Staff
154	Alexa Marrero	Committee on Energy and Commerce	Committee Staff
155	Josh Martin	Office of Rep. Thornberry	Chief of Staff

2013 Chiefs of Staff Retreat

Name		Institution	Reason Invited:	
156	Margaux	Matter Radano	Office of Rep. Fortenberry	Chief of Staff
157	Kelly	McCollum	Office of Rep. Griffith	Chief of Staff
158	Matt	McCullough	Office of Rep. Southerland	Chief of Staff
159	Ed	McDonald	Office of Rep. Coble	Chief of Staff
160	George	McElwee	Office of Rep. Dent	Chief of Staff
161	Dan	McFaul	Office of Rep. Jeff Miller	Chief of Staff
162	Shannon	McGahn	Committee on Financial Services	Committee Staff
163	Katherine	McGuire	Office of Rep. Hultgren	Chief of Staff
164	Chara	McMichael	Office of Rep. Weber	Chief of Staff
165	Pete	Meachum	Office of Rep. Duffy	Chief of Staff
166	Doug	Menorca	Office of Rep. Messer	Chief of Staff
167	Matt	Meyer	Office of Rep. Roe	Chief of Staff
168	Vicki	Middleton	Office of Rep. Hunter	Chief of Staff
169	Jonas	Miller	Office of Rep. Carter	Chief of Staff
170	James	Min	Office of Rep. McCarthy	Chief of Staff
171	Todd	Mitchell	Office of Rep. Lance	Chief of Staff
172	Jason	Moon	Office of Rep. Radel	Chief of Staff
173	Steven	Moore	Office of Rep. Roskam	Chief of Staff
174	Jeff	Morehouse	Office of Rep. Flores	Chief of Staff
175	Christian	Morgan	Office of Rep. Wagner	Chief of Staff
176	Susan	Mosychuk	Office of Rep. Murphy	Chief of Staff
177	Lauren	Muglia	Office of Rep. Perry	Chief of Staff
178	Sean	Murphy	Office of Rep. Cole	Chief of Staff
179	Shaughness	Murphy	House Republican Conference	Leadership Staff
180	Nick	Muzin	House Republican Conference	Leadership Staff
181	Pepper	Natonski	Office of Rep. Hudson	Chief of Staff
182	Valerie	Nelson	Office of the Republican Leader	Leadership Staff
183	Gabe	Neville	Office of Rep. Pitts	Chief of Staff
184	Mary	Noonan	Office of Rep. Chris Smith	Chief of Staff
185	Lee	Padilla	Office of Rep. Sessions	Chief of Staff
186	Annie	Palisi	Office of Rep. Black	Chief of Staff

2013 Chiefs of Staff Retreat

Name		Institution	Reason Invited:
187	Scott Parker	Office of Rep. Bishop	Chief of Staff
188	Katie Patru	House Republican Conference	Leadership Staff
189	Warren Payne	Committee on Ways and Means	Committee Staff
190	David Peluso	Office of Rep. Bilirakis	Chief of Staff
191	Mark Pettitt	Office of Rep. Mo Brooks	Chief of Staff
192	Jim Pfaff	Office of Rep. Huelskamp	Chief of Staff
193	Phillip Pinegar	House Republican Conference	Leadership Staff
194	Steve Pinkos	Office of the Republican Whip	Leadership Staff
195	Mike Platt	Office of Rep. Blackburn	Chief of Staff
196	Parker Poling	Office of Rep. McHenry	Chief of Staff
197	Jacque Ponder	Office of Rep. Coffman	Chief of Staff
198	Janet Poppleton	Office of Rep. Hall	Chief of Staff
199	Amy Porter	Office of Rep. Royce	Chief of Staff
200	George Poulos	Office of Rep. McMorris Rodgers	Chief of Staff
201	James Quinn	Office of Rep. Cassidy	Chief of Staff
202	Mel Raines	Office of Rep. Susan Brooks	Chief of Staff
203	Dave Ramey	Office of Rep. Calvert	Chief of Staff
204	Mark Ratner	Office of Rep. Upton	Chief of Staff
205	Kevin Reigrut	Office of Rep. Harris	Chief of Staff
206	Brian Rell	Office of Rep. Aderholt	Chief of Staff
207	Brandon Renz	Office of Rep. Foxx	Chief of Staff
208	Michael Ricci	Office of the Speaker	Leadership Staff
209	Craig Roberts	Office of Rep. Shimkus	Chief of Staff
210	Armstrong Robinson	Office of Rep. Rothfus	Chief of Staff
211	Jamie Roe	Office of Rep. Candice Miller	Chief of Staff
212	Justin Roth	Office of Rep. DeSantis	Chief of Staff
213	John Rothrock	Office of Rep. Gary Miller	Chief of Staff
214	Beau Rothschild	Office of Rep. Farenthold	Chief of Staff
215	Lynnel Ruckert	Office of Rep. Scalise	Chief of Staff
216	Steve Ruhlen	Office of Rep. Olson	Chief of Staff
217	Gina Santucci	Office of Rep. Poe	Chief of Staff

2013 Chiefs of Staff Retreat

Name		Institution	Reason Invited:
218 Paul	Sass	Committee on Small Business	Committee Staff
219 Dan	Scandling	Office of Rep. Wolf	Chief of Staff
220 Dave	Schnittger	Office of the Speaker	Leadership Staff
221 Brian	Schubert	Office of Rep. Meehan	Chief of Staff
222 Dan	Schwager	Committee on Ethics	Committee Staff
223 Nicole	Scott	Committee on Agriculture	Committee Staff
224 Don	Seymour	Office of the Speaker	Leadership Staff
225 Chris	Shank	Committee on Science, Space and	Committee Staff
226 Steven	Shearer	Office of Rep. Schock	Chief of Staff
227 Tom	Sheehy	Committee on Foreign Affairs	Committee Staff
228 Jonah	Shumate	Office of Rep. Crawford	Chief of Staff
229 Bob	Simmons	Committee on Armed Services	Committee Staff
230 Kelly	Simpson	Office of Rep. Hurt	Chief of Staff
231 Al	Simpson	Office of Rep. Mulvaney	Chief of Staff
232 Kris	Skrzycki	Office of Rep. Price	Chief of Staff
233 Lindsay	Slater	Office of Rep. Simpson	Chief of Staff
234 James	Slepian	Office of Rep. Renacci	Chief of Staff
235 Amy	Smith	Office of Rep. Garrett	Chief of Staff
236 Travis	Smith	Office of Rep. Yoder	Chief of Staff
237 Will	Smith	Committee on Appropriations	Committee Staff
238 Mike	Smullen	Office of Rep. Bill Johnson	Chief of Staff
239 Austin	Smythe	Committee on the Budget	Committee Staff
240 John	Sobel	Office of Rep. Cook	Chief of Staff
241 Mike	Sommers	Office of the Speaker	Leadership Staff
242 David	Sours	Office of Rep. Gingrey	Chief of Staff
243 Mark	Spannagel	Office of Rep. LaMalfa	Chief of Staff
244 Alan	Spencer	Office of Rep. Bonner	Chief of Staff
245 Andrew	Speth	Office of Rep. Ryan	Chief of Staff
246 Mary	Springer	Office of Rep. Wittman	Chief of Staff
247 Jo-Marie	St. Martin	Office of the Speaker	Leadership Staff
248 Michael	Staley	Office of Rep. Bachus	Chief of Staff

2013 Chiefs of Staff Retreat

Name		Institution	Reason Invited:
249	Steve Stallmer	Office of Rep. Gibson	Chief of Staff
250	Brian Steed	Office of Rep. Stewart	Chief of Staff
251	Ryan Stenger	Office of Rep. Gibbs	Chief of Staff
252	John Stipicevic	Office of the Republican Whip	Leadership Staff
253	Jordan Stoick	Office of Rep. Noem	Chief of Staff
254	Justin Stokes	Office of Rep. Hanna	Chief of Staff
255	Steve Stombres	Office of the Republican Leader	Leadership Staff
256	Casey Street	Office of Rep. Palazzo	Chief of Staff
257	Kelle Strickland	Office of Rep. Burgess	Chief of Staff
258	Matthew Stroia	Office of Rep. Kelly	Chief of Staff
259	Adam Sullivan	Office of Rep. Kingston	Chief of Staff
260	Juliane Sullivan	Committee on Education and Labor	Committee Staff
261	Randy Swanson	Office of Rep. Lankford	Chief of Staff
262	Alan Tennille	Office of Rep. McKeon	Chief of Staff
263	Adam Terry	Office of Rep. Alexander	Chief of Staff
264	Jason Thielman	Office of Rep. Daines	Chief of Staff
265	Brian Thomas	Office of Rep. Marchant	Chief of Staff
266	Ryan Thompson	Office of Rep. Barton	Chief of Staff
267	Anne Thorsen	Office of the Speaker	Leadership Staff
268	Bill Tighe	Office of Rep. Marino	Chief of Staff
269	Helen Tolar	Committee on Veterans Affairs	Committee Staff
270	Matthew Tully	Office of Rep. Schweikert	Chief of Staff
271	Thomas Van Flein	Office of Rep. Gosar	Chief of Staff
272	Matthew Van Patton	Office of Rep. Gowdy	Chief of Staff
273	Ben Vanderveen	Office of Rep. Amash	Chief of Staff
274	Richard Vaughn	Office of Rep. DesJarlais	Chief of Staff
275	Chris Vieson	Office of the Republican Leader	Leadership Staff
276	Andrea Waldock	Office of Rep. Barletta	Chief of Staff
277	Ryan Walker	Office of Rep. Latta	Chief of Staff
278	Frank Walker	Office of Rep. Webster	Chief of Staff
279	Beau Walker	Office of Rep. Womack	Chief of Staff

2013 Chiefs of Staff Retreat

Name		Institution	Reason Invited:
280	Mike Ward	Office of Rep. Rokita	Chief of Staff
281	Rob Wasinger	Office of Rep. Bentivolio	Chief of Staff
282	Kristi Way	Office of Rep. Cantor	Chief of Staff
283	Austin Weatherford	Office of Rep. Kinzinger	Chief of Staff
284	Mark Wellman	Office of Rep. Chabot	Chief of Staff
285	Kenny West	Office of Rep. Meadows	Chief of Staff
286	Jeanette Whitener	Office of Rep. Neugebauer	Chief of Staff
287	Tom Wiblemo	Office of Rep. Lummis	Chief of Staff
288	Joe Wicks	Office of Rep. Walberg	Chief of Staff
289	Todd Willens	Office of Rep. Pearce	Chief of Staff
290	William Williams	Office of Rep. Jeff Duncan	Chief of Staff
291	Veronica Wong	Office of Rep. Issa	Chief of Staff
292	Brian Worth	Office of the Republican Whip	Leadership Staff
293	Ray Yonkura	Office of Rep. Jordan	Chief of Staff
294	Joby Young	Office of Rep. Scott	Chief of Staff
295	Todd Young	Committee on Natural Resources	Committee Staff
296	Nicholas Zupancic	Office of Rep. Tipton	Chief of Staff

Thursday, May 9, 2013

4:00 PM

Grand Ballroom East

Welcome

Mark Strand, President, Congressional Institute

4:05-5:00 PM

Grand Ballroom East

Landscape Session

Moderated by Mark Strand
Dave Winston, The Winston Group
Kellyanne Conway, the polling company
Dave Sackett, The Tarrance Group

5:00-6:00 PM

Grand Ballroom East

Representing the Next Generation

Alex Castellanos, President, National Media

6:30-7:00 PM

Grand Ballroom Foyer

Reception

7:00-9:00 PM

Grand Ballroom West

Dinner

Welcome by Dan Meyer, Chairman,
Congressional Institute
Keynote Speakers:

Ramesh Ponnuru, Senior Editor, National Review

Kate O'Beirne, former Washington Editor,
National Review

Friday, May 10, 2013

8:00-9:00 AM

Grand Ballroom West

Breakfast

9:00-10:00 AM

Grand Ballroom East

Leadership Staff Panel

Open Microphone Discussion

10:00-11:00 AM

Grand Ballroom East

Communicating Features and Benefits Working Session

Moderated by Mark Strand
Brett O'Donnell, O'Donnell and Associates
Dave Winston, The Winston Group

11:00-12:00 PM

Grand Ballroom East

Building Greater Constituent Experiences

Colin Shaw, Founder, Beyond Philosophy

12:15-1:45 PM

Grand Ballroom West

Lunch: The Secret to Happiness

Welcome and Introduction by Chairman Bob Goodlatte
Keynote Speaker: Arthur Brooks, President, American Enterprise Institute

2:00-3:00 PM

Grand Ballroom East

The Coming Regulatory Disaster of Implementing ObamaCare

Jim Capretta, Ethics and Public Policy Center and
American Enterprise Institute

3:00-4:15 PM

Grand Ballroom East

Best Practices: Stretching Your MRA Dollars

Kelly Craven, Committee on House Administration
Jack Dail, Committee on House Administration
George Hadjiski, Committee on House Administration
David Peluso, Office of Rep. Biliarakis
Army Robinson, Office of Rep. Rothfus

4:30-5:30 PM

Grand Ballroom East

Plenary Session

5:30-6:15 PM

Chief of Staff Breakout Sessions

Session 1: Best Practices for Communicating with your Constituents *Piedmont*
Steven Moore, Office of the Chief Deputy Whip

Session 2: Strategic Planning *Stratford*
Mark Strand, Congressional Institute

Session 3: Where Do You Rank: Evaluating Your Digital Presence *Mt. Vernon*
Tim Cameron, House Republican Conference

6:30-7:00 PM

Grand Ballroom Foyer

Reception

7:00-9:00 PM

Grand Ballroom West

Dinner

Keynote Speaker: Stephen Moore, Columnist,
Wall Street Journal

Saturday, May 11, 2013

8:00-9:00 AM

Grand Ballroom West

Breakfast

9:00-10:00 AM

Grand Ballroom East

Communicating With Others 2013

Lowell Baker, Luntz Global

10:00-11:00 AM

Grand Ballroom East

Best Practices for Outreach to Diverse Communities

Moderated by Nick Muzin, House Republican
Conference
Cesar Gonzalez, Office of Rep. Diaz-Balart
Elizabeth Heng, Foreign Affairs Committee
Amy Porter, Office of Rep. Royce
Steve Ruhlén, Office of Rep. Olson
Todd Willens, Office of Rep. Pearce

11:00-12:00 noon

Grand Ballroom East

**What Constituents Actually See When They
Look at Member-Produced Media**
Rich Chau, Presentation Testing

12:00 noon

End of Retreat

Box lunches will be available in the Grand
Ballroom Foyer



Agenda

**2013 Chiefs of Staff
Retreat**

**May 9-11, 2013
The Homestead**

Staff Office

Chesapeake Room

A full-service staff office has been
created to help participants in their
activities at the retreat. If you have
any questions, please contact the
staff office.

Phone: (540) 839-7934
Fax: (540) 839-7809